

**DISTRICT ATTORNEY OF THE  
SEVENTH JUDICIAL DISTRICT  
Parishes of Catahoula and Concordia, Louisiana**

**Annual Financial Statements  
With Independent Auditor's Report  
As of and for the Year Ended  
December 31, 2017  
With Supplemental Information Schedules**

DISTRICT ATTORNEY OF THE  
SEVENTH JUDICIAL DISTRICT  
Parishes of Catahoula and Concordia, Louisiana

Annual Financial Statements  
With Independent Auditor's Report  
As of and for the Year Ended December 31, 2017  
With Supplemental Information Schedules

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DISTRICT ATTORNEY OF THE  
SEVENTH JUDICIAL DISTRICT  
Parishes of Catahoula and Concordia, Louisiana  
Contents, December 31, 2017

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Practice Limited to  
Governmental Accounting,  
Auditing and  
Financial Reporting

## **Independent Auditor's Report**

HONORABLE BRAD BURGET  
DISTRICT ATTORNEY OF THE  
SEVENTH JUDICIAL DISTRICT  
Parishes of Catahoula and Concordia, Louisiana

### **Report on the Financial Statements**

I have audited the accompanying financial statements of the governmental activities and major fund of the District Attorney of the Seventh Judicial District, a component unit of the Concordia and Catahoula Parish Police Juries, as of December 31, 2017, and for the year then ended, and the related notes to the financial statements, which collectively comprise the District Attorney of the Seventh Judicial District's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

My responsibility is to express opinions on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District Attorney of the Seventh Judicial District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District Attorney of the Seventh Judicial District's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

DISTRICT ATTORNEY OF THE  
SEVENTH JUDICIAL DISTRICT  
Parishes of Concordia and Catahoula, Louisiana  
Independent Auditor's Report,  
December 31, 2017

***Opinions***

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position and major fund of the District Attorney of the Seventh Judicial District as of December 31, 2017, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

***Other Matters***

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 7 through 10, and the budgetary comparison information on pages 39 through 41, and the schedule of the District Attorney's proportionate share of the net pension liability on pages 42 through 45, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

***Other Information***

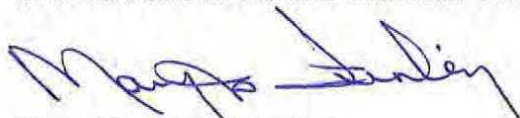
My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District Attorney of the Seventh Judicial District's office basic financial statements. The supplemental information schedules listed in the table of contents are presented for the purpose of additional analysis and are not a required part of the financial statements.

The combining and individual nonmajor fund financial statements are the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The schedule of compensation, benefits, and other payments to agency head on page 47 presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the information is fairly stated in all material respects, in relation to the basic financial statements as a whole.

DISTRICT ATTORNEY OF THE  
SEVENTH JUDICIAL DISTRICT  
Parishes of Concordia and Catahoula, Louisiana  
Independent Auditor's Report,  
December 31, 2017

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, I have also issued a report dated June 18, 2018, on my consideration of the District Attorney of the Seventh Judicial District's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District Attorney of the Seventh Judicial District's internal control over financial reporting and compliance.



West Monroe, Louisiana  
June 18, 2018

**REQUIRED SUPPLEMENTARY INFORMATION**  
**PART I**

DISTRICT ATTORNEY OF THE  
SEVENTH JUDICIAL DISTRICT  
Parishes of Catahoula and Concordia, Louisiana  
**Management's Discussion and Analysis**  
December 31, 2017

As management of the District Attorney of the Seventh Judicial District, I offer readers of the District Attorney of the Seventh Judicial District's financial statements this narrative overview and analysis of the financial activities of the District Attorney of the Seventh Judicial District for the fiscal year ended December 31, 2017. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

### **Overview of the Financial Statements**

This Management Discussion and Analysis document introduces the district attorney's basic financial statements. The annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (Government-wide Financial Statements) provide information about the financial activities as a whole and illustrate a longer-term view of the district attorney's finances. The Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Fund (Fund Financial Statements) tell how these services were financed in the short term as well as what remains for future spending. Fund Financial Statements also report the operations in more detail than the Government-Wide Financial Statements by providing information about the most significant funds. This report also contains other supplementary information in addition to the basic financial statements themselves.

Our auditor has provided assurance in her independent auditor's report that the Basic Financial Statements are fairly stated. The auditor, regarding the Required Supplemental Information and the Supplemental Information is providing varying degrees of assurance. A user of this report should read the independent auditor's report carefully to ascertain the level of assurance being provided for each of the other parts in the Financial Section.

***Government-wide financial statements.*** The *government-wide financial statements* are designed to provide readers with a broad overview of the District Attorney of the Seventh Judicial District's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the District Attorney of the Seventh Judicial District's assets and liabilities, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District Attorney of the Seventh Judicial District is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (for example, earned, but unused, sick leave).



**Fund financial statements.** A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District Attorney of the Seventh Judicial District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the District Attorney of the Seventh Judicial District can be divided into two categories: governmental funds and fiduciary (agency) funds.

**Governmental funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District Attorney of the Seventh Judicial District adopts an annual appropriated budget for the general fund and the special revenue fund. A budgetary comparison statement is provided for the major funds to demonstrate compliance with this budget.

**Fiduciary funds.** Fiduciary (agency) funds are used to account for resources held for the benefit of parties outside the government. Since these resources are not available to support the District Attorney of the Seventh Judicial District's programs, Fiduciary (agency) funds are not reflected in the government-wide financial statement.

**Notes to the financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Other Information.** In addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information* concerning the District Attorney of the Seventh Judicial District's performance.

### **Government-wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, assets of the District Attorney of the Seventh Judicial District exceeded liabilities by \$255,019. The District Attorney of the Seventh Judicial District's net position reflects its investment in capital assets (e.g., equipment), less any related debt used to acquire those assets that is still outstanding is more than the total net position. These assets are not available for future spending.

An additional portion of the District Attorney of the Seventh Judicial District's net position represents resources that are subject to external restrictions (e.g., debt service). The balance in unrestricted net position is affected by two factors: 1) resources expended, over time, by the District Attorney of the Seventh Judicial District to acquire capital assets from sources other than internally generated funds (i.e., debt), and 2) required depreciation on assets.

STATEMENT OF NET POSITION  
Governmental Funds

	2017	2016
<b>ASSETS</b>		
Cash and cash equivalents	\$293,921	\$232,615
Receivables	29,694	49,833
Capital assets (net of accumulated depreciation)	<u>673</u>	<u>20,170</u>
<b>TOTAL ASSETS</b>	<u>324,288</u>	<u>302,618</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Pension related	<u>263,770</u>	<u>360,145</u>
<b>TOTAL ASSETS AND DEFERRED     OUTFLOWS OF RESOURCES</b>	<u><u>\$588,058</u></u>	<u><u>\$662,763</u></u>
<b>LIABILITIES</b>		
Accounts payable	\$17,085	\$22,599
Payroll withholdings payable	30,808	33,856
Net pension liability	<u>201,738</u>	<u>269,999</u>
<b>TOTAL LIABILITIES</b>	<u>249,631</u>	<u>326,454</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Pension related	83,408	85,165
<b>NET POSITION</b>		
Invested in capital assets, net of related debt	673	20,170
Unrestricted	<u>254,346</u>	<u>230,974</u>
<b>TOTAL NET POSITION</b>	<u>255,019</u>	<u>251,144</u>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION</b>	<u><u>\$588,058</u></u>	<u><u>\$662,763</u></u>

STATEMENT OF ACTIVITIES

	2017	2016
<b>Judicial:</b>		
Personal services	\$964,767	\$866,087
Operating services	197,406	152,129
Materials and supplies	43,671	28,884
Travel	23,106	21,432
Intergovernmental	65,272	71,584
Depreciation expense	<u>20,506</u>	<u>29,366</u>
<b>Total Program Expenses</b>	<u>1,314,728</u>	<u>1,169,482</u>
<b>Program revenues:</b>		
Charges for services	725,012	604,153
Commissions on fines and forfeitures	16,568	29,659
Use of money - interest	363	205
Federal grants	192,869	185,241
State grants	302,500	309,813
State grants	<u>39,896</u>	<u>40,594</u>
<b>Total program revenues</b>	<u>1,277,208</u>	<u>1,169,665</u>
<b>Net Program Expenses</b>	(37,520)	183
General revenues - other revenues	<u>41,395</u>	<u>32,231</u>
<b>Change in Net Position</b>	3,875	32,414
<b>Net Position - Beginning of year as restated</b>	<u>251,144</u>	<u>218,730</u>
<b>Net Position - End of year</b>	<u><u>\$255,019</u></u>	<u><u>\$251,144</u></u>

## **Financial Analysis of the Government's Funds**

As noted earlier, the District Attorney of the Seventh Judicial District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the governmental funds is to provide information on near-term inflows, outflows, and balances of expendable resources. Such information is useful in assessing the financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of December 31, 2017, combined governmental fund balance of \$275,722 showed an increase of \$49,729 over December 31, 2016. The General Fund's portion of the unassigned fund balance of \$259,955 shows an increase (of approximately \$51,790) from the prior year amount.

### **General Fund Budgetary Highlights**

Differences between revenues of the original budget and the final budget were due primarily to a decrease in operating transfers in and an increase in fees, charges and commissions for services. The major differences between expenditures in the original budget and the final budget were due to a decrease in intergovernmental and an increase in personal services, operating services, materials and supplies, travel and other charges and capital outlay.

### **Capital Asset and Debt Administration**

**Capital assets.** The District Attorney of the Seventh Judicial District's investment in capital assets for its governmental activities as of December 31, 2017, amounts to \$673 (net of accumulated depreciation). This investment includes furniture and equipment. There were increases of \$1,009 and no decreases in capital assets for the year.

**Long-term debt.** The District Attorney of the Seventh Judicial District has debt outstanding at the end of the year of net pension liability in the amount of \$201,738 at December 31, 2017.

The District Attorney of the Seventh Judicial District contributes to a single-employer defined benefit healthcare plan ("the Retiree Health Plan"). The plan provides lifetime healthcare insurance for eligible retirees through the district attorney's group health insurance plan. Net OPEB obligation associated with the Retiree Health Plan at December 31, 2017 is none. The retired District Attorney passed away in 2011, therefore per actuarial this is immaterial to the District Attorney's office.

### **Requests for Information**

This financial report is designed to provide a general overview of the District Attorney of the Seventh Judicial District's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the District Attorney of the Seventh Judicial District, Courthouse Building, Vidalia, LA 71373.

## **BASIC FINANCIAL STATEMENTS**

**Statement A**

DISTRICT ATTORNEY OF THE  
SEVENTH JUDICIAL DISTRICT  
Parishes of Catahoula and  
Concordia, Louisiana

Governmental Activities  
Statement of Net Position  
December 31, 2017

<b>Assets</b>	
Cash and cash equivalents	\$293,921
Receivables	29,694
Capital assets (net)	<u>673</u>
Total Assets	<u>324,288</u>
<b>Deferred Outflow of Resources</b>	
Pension related	<u>263,770</u>
TOTAL ASSETS AND DEFERRED OUTFLOW OF RESOURCES	<u><u>\$588,058</u></u>
<b>Liabilities</b>	
Accounts payable	\$17,085
Payroll withholding payable	30,808
Net pension liability	<u>201,738</u>
Total Liabilities	<u>249,631</u>
<b>Deferred Inflows of Resources</b>	
Pension related	83,408
<b>Net Position</b>	
Invested in capital assets, net of related debt	673
Unrestricted	<u>254,346</u>
Total Net Position	<u>255,019</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	<u><u>\$588,058</u></u>

See accompanying notes to basic financial statements.

**Statement B**

DISTRICT ATTORNEY OF THE  
SEVENTH JUDICIAL DISTRICT  
Parishes of Catahoula and  
Concordia, Louisiana

STATEMENT OF ACTIVITIES  
December 31, 2017

**EXPENSES**

## Judicial:

Personal service	\$964,767
Operating services	197,406
Materials and supplies	43,671
Travel	23,106
Intergovernmental	65,272
Depreciation expense	<u>20,506</u>
Total Program Expenses	<u>1,314,728</u>

**REVENUES**

## Program revenues:

Charges for services	725,012
Commissions on fines and forfeitures	16,568
Use of money - interest	363
Federal grants	192,869
State grants	302,500
Local funds	<u>39,896</u>
Total program revenues	<u>1,277,208</u>
Net Program Expenses	(37,520)

## General revenues:

Other revenues	<u>41,395</u>
Change in Net Position	3,875
Net Position - Beginning of year	<u>251,144</u>
Net Position - End of year	<u>\$255,019</u>

The accompanying notes are an integral part of this statement.

DISTRICT ATTORNEY OF THE  
SEVENTH JUDICIAL DISTRICT  
Parishes of Catahoula and  
Concordia, Louisiana  
GOVERNMENTAL FUNDS

Combined Balance Sheet, December 31, 2017

	...MAJOR FUNDS...		
	IV-D		
	GENERAL	SPECIAL	
	FUND	REVENUE	
	FUND	FUND	TOTAL
<b>ASSETS</b>			
Cash	\$287,037	\$6,884	\$293,921
Receivables	14,102	15,592	29,694
Due from other funds		1,629	1,629
<b>TOTAL ASSETS</b>	<u>\$301,139</u>	<u>\$24,105</u>	<u>\$325,244</u>
<b>LIABILITIES AND FUND EQUITY</b>			
Liabilities:			
Accounts payable	\$16,024	\$1,061	\$17,085
Payroll deductions payable	23,531	7,277	30,808
Due to other funds	1,629		1,629
Total Liabilities	<u>41,184</u>	<u>8,338</u>	<u>49,522</u>
Fund Equity - fund balance (deficit):			
Restricted - other general government		15,767	15,767
Unassigned	<u>259,955</u>		<u>259,955</u>
Total Fund Equity	<u>259,955</u>	<u>15,767</u>	<u>275,722</u>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<u>\$301,139</u>	<u>\$24,105</u>	<u>\$325,244</u>

See accompanying notes and accountant's compilation report.

DISTRICT ATTORNEY OF THE  
SEVENTH JUDICIAL DISTRICT  
Parishes of Catahoula and  
Concordia, Louisiana

Reconciliation of Governmental Funds  
Balance Sheet to the Statement of Net Position

For the Year Ended December 31, 2017

Total Fund Balances at December 31, 2017 - Governmental Funds (Statement C)		<u>\$275,722</u>
Deferred outflows of resources		263,770
Cost of capital assets at December 31, 2017	\$228,829	
Less: Accumulated depreciation as of December 31, 2017	<u>(228,156)</u>	673
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds.		
Net pension liability		(201,738)
Deferred inflows of resources		<u>(83,408)</u>
Net Position at December 31, 2017 (Statement A)		<u><u>\$255,019</u></u>

The accompanying notes are an integral part of this statement.



DISTRICT ATTORNEY OF THE  
SEVENTH JUDICIAL DISTRICT  
Parishes of Catahoula and  
Concordia, Louisiana

Governmental Funds  
Statement of Revenues, Expenditures, and Changes in Fund Balances  
For the Year Ended December 31, 2017

	....Major Funds....		
	General	IV-D	Total
<b>REVENUES</b>			
Intergovernmental revenues:			
Federal grants		\$192,869	\$192,869
State grants	\$302,500		302,500
Local funds	39,896		39,896
Fees, charges, and commissions for services	725,012		725,012
Commissions on fines and forfeitures	16,568		16,568
Use of money - interest	363		363
Other revenues	99		99
Total revenues	<u>1,084,438</u>	<u>192,869</u>	<u>1,277,307</u>
<b>EXPENDITURES</b>			
Current:			
Judicial:			
Personal services and related benefits	656,498	261,616	918,114
Operating services	191,608	5,798	197,406
Materials and supplies	41,075	2,596	43,671
Travel and other charges	22,336	770	23,106
Capital outlay	1,009		1,009
Intergovernmental	<u>65,272</u>		<u>65,272</u>
Total expenditures	<u>977,798</u>	<u>270,780</u>	<u>1,248,578</u>
Excess (Deficiency) of revenues over expenditures	<u>106,640</u>	<u>(77,911)</u>	<u>28,729</u>
Other Financing Sources (Use)			
Transfer in	5,000	75,850	80,850
Transfer out	<u>(59,850)</u>		<u>(59,850)</u>
Total Other Financing Sources (Use)	<u>(54,850)</u>	<u>75,850</u>	<u>21,000</u>
Excess of revenues and other sources over expenditures and other use	<u>51,790</u>	<u>(2,061)</u>	<u>49,729</u>
<b>FUND BALANCES - BEGINNING</b>	<u>208,165</u>	<u>17,828</u>	<u>225,993</u>
<b>FUND BALANCES - ENDING</b>	<u><u>\$259,955</u></u>	<u><u>\$15,767</u></u>	<u><u>\$275,722</u></u>

See accompanying notes to basic financial statements.

DISTRICT ATTORNEY OF THE  
SEVENTH JUDICIAL DISTRICT  
Parishes of Catahoula  
and Concordia, Louisiana

Reconciliation of Governmental Funds  
Statement of Revenue, Expenditures, and Changes  
in Fund Balances to the Statement of Activities

For the Year Ended December 31, 2017

Total net change in fund balances - governmental funds (Statement D)	\$49,729
Amounts reported for governmental activities in the Statement of Activities are different because:	
Capital outlays are reported in governmental funds as expenditures. However, in the statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceed depreciation for the period.	(19,497)
Non-employer contributions to cost-sharing pension plan	20,296
Pension expense	<u>(46,653)</u>
Change in net position of governmental activities (Statement B)	<u><u>\$3,875</u></u>

The accompanying notes are an integral part of this statement.

**Statement E**

**DISTRICT ATTORNEY OF THE  
SEVENTH JUDICIAL DISTRICT**  
Parishes of Catahoula and  
Concordia, Louisiana

Statement of Fiduciary Net Assets - Agency Fund

December 31, 2017

WORTHLESS  
CHECK  
FUND

**ASSETS**

Cash and cash equivalents

\$22,503

**LIABILITIES**

Deposits due others

\$22,503

The accompanying notes are an integral part of this statement.

DISTRICT ATTORNEY OF THE  
SEVENTH JUDICIAL DISTRICT  
Parishes of Catahoula and  
Concordia, Louisiana

Notes to the Financial Statements  
As of and for the Year Ended December 31, 2017

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

As provided by Article V, Section 26 of the Louisiana Constitution of 1974, the district attorney has charge of every criminal prosecution by the state in his district, is the representative of the state before the grand jury in his district, and is the legal advisor to the grand jury. He performs other duties as provided by law. The district attorney is elected by the qualified electors of the judicial district for a term of six years. The judicial district encompasses the Parishes of Catahoula and Concordia, Louisiana.

The accompanying financial statements of the District Attorney of the Seventh Judicial District have been prepared in conformity with U.S. generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements-and Management's Discussion and Analysis -for State and Local Governments*, issued in June 1999.

**A. REPORTING ENTITY**

As the governing authority of the parish, for reporting purposes, the Concordia Parish Police Jury is the financial reporting entity for Concordia Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the Concordia Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial responsibility. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and:
  - a. The ability of the district attorney to impose its will on that organization and/or
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the district attorney.

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2. Organizations for which the district attorney does not appoint a voting majority but are fiscally dependent on the district attorney.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the police jury maintains and operates the parish courthouse in which the district attorney's office is located and provides partial funding for equipment, furniture and supplies of the district attorney's office, the district attorney was determined to be a component unit of the Concordia Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the district attorney and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the Concordia Parish financial reporting entity.

**B. BASIC FINANCIAL STATEMENTS - GOVERNMENT-WIDE STATEMENTS**

The district attorney's basic financial statements include both government-wide (reporting the district attorney as a whole) and fund financial statements (reporting the district attorney's major funds). Both government-wide and fund financial statements categorize primary activities as either governmental or business type. All activities of the district attorney are classified as governmental.

The district attorney reports the following major governmental funds:

The General Fund is the district attorney's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The Title IV-D Fund consists of incentive payments and reimbursement grants from the Louisiana Department of Social Services, authorized by Act 117 of 1975, to establish family and child support programs compatible with Title IV-D of the Social Security Act. The purpose of the fund is to enforce the support obligation owed by absent parents to their families and children, to locate absent parents, to establish paternity, and to obtain family and child support.

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The Statement of Net Position (Statement A) and the Statement of Activities (Statement B) display information about the reporting government as a whole. These statements include all the financial activities of the district attorney.

In the Statement of Net Position, governmental activities are presented on a consolidated basis and are presented on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term obligations. Net position is reported in three parts; invested in capital assets, net of any related debt; restricted net position; and unrestricted net position. The district attorney first uses restricted resources to finance qualifying activities.

The government-wide financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

**Program Revenues** - Program revenues included in the Statement of Activities (Statement B) are derived directly from parties outside the district attorney's taxpayers or citizenry. Program revenues reduce the cost of the function to be financed from the district attorney's general revenues.

**Allocation of Indirect Expenses** - The district attorney reports all direct expenses by function in the Statement of Activities (Statement B). Direct expenses are those that are clearly identifiable with a function. Indirect expenses of other functions are not allocated to those functions but are reported separately in the Statement of Activities. Depreciation expense, which can be specifically identified by function, is included in the direct expenses of each function.

### **C. BASIC FINANCIAL STATEMENTS - FUND FINANCIAL STATEMENTS**

The financial transactions of the district attorney are reported in individual funds in the fund financial statements. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

Fund financial statements report detailed information about the district attorney. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a separate column.

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A fund is a separate accounting entity with a self-balancing set of accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Funds are classified into three categories; governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. The district attorney's current operations require the use of only governmental funds. The governmental fund types used by the district attorney is described as follows:

**Governmental Fund Type**

**General Fund (District  
Attorneys' Expense)**

The General Fund was established in compliance with Louisiana Revised Statute 15:571.11, which provides that twelve per cent of the fines collected and bonds forfeited be transmitted to the district attorney to defray the necessary expenditures of his office.

**Special Revenue Funds**

Special revenue funds are used to account for the proceeds of specific revenue sources such as federal and state grants and fees for services. Those revenues are legally restricted, either by grant agreement or state law, to expenditures for specified purposes such as family and child support programs, and specified expenses of the district attorney's office.

**Fiduciary Fund Type - Agency Fund**

The agency worthless check fund is used as a depository for partial payments on the collection of worthless checks. Disbursements are made to merchants and to the sheriff's office when full amount is collected. The agency fund is custodial in nature (assets equal liabilities) and does not involve measurement of results of operations. The Special Asset Forfeiture Agency Fund accounts for all transactions involving money seized during controlled substance cases, sale of property seized during controlled substance cases and later declared forfeited by the courts, and the distribution of the above funds in accordance with Louisiana Revised Statute 40:2616. The fund was created by the Seizure and Controlled Dangerous Substance Property Forfeiture Act of 1989 and became effective January 1, 1990.

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**D. BASIS OF ACCOUNTING**

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurement made regardless of the measurement focus applied.

**1. Accrual:**

The governmental type activities in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

**2. Modified Accrual:**

The governmental fund financial statements are presented on the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

Governmental funds use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The district attorney considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:



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**Revenues**

Commissions on fines and bond forfeitures are recorded in the year they are collected by the parish tax collector.

Fees from the collection of worthless checks are recorded in the year they are collected. Grants are recorded when the district attorney is entitled to the funds. Interest income on time deposits is recorded when the time deposits have matured and the interest is available. Substantially all other revenues are recorded when received.

Based on the above criteria, commissions on fines and bond forfeitures, and grants have been treated as susceptible to accrual.

**Expenditures**

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

**E. CAPITAL ASSETS**

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation.

Capital assets are reported in the government-wide financial statements but not in the fund financial statements. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes by the district attorney, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Furniture and fixtures	5 - 10 years
Vehicles	5 - 15 years
Equipment	5 - 20 years

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Notes to the Financial Statements (Continued)

**F. VACATION AND SICK LEAVE**

Employees of the district attorney's office receive from 5 to 15 days of non-cumulative vacation leave each year, depending on their length of service. Each employee is allowed 10 days of sick leave each calendar year. There is no limit on the amount of sick leave that an employee can accumulate. However, at retirement or termination, the employee forfeits all unused sick leave.

**G. RISK MANAGEMENT**

The district attorney is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and injuries to employees. To handle such risk of loss, the district attorney maintains commercial insurance policies covering his automobile, professional liability and surety bond coverage. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts. There were no significant reductions in insurance coverage during the year ended December 31, 2017.

**H. CASH AND CASH EQUIVALENTS**

Under state law, the district attorney may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. The district attorney may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At December 31, 2017, the district attorney has cash and cash equivalents (book balances) totaling \$316,424.

These deposits are stated at cost, which approximates market. Under state law, these deposits, or the resulting bank balances, must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. Deposit balances (bank balances) at December 31, 2017, total \$355,511 and are fully secured by federal deposit insurance and pledged securities.

**I. PENSION PLANS**

The District Attorney's Office is a participating employer in a cost-sharing, multiple-employer defined benefit pension plan as described in Note 4. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of each

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of the plans, and additions to/deductions for the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments have been reported at fair value within the plan.

## 2. RECEIVABLES

The following is a summary of receivables at December 31, 2017:

	General Fund	Title IV-D Special Revenue Fund	Total
Intergovernmental revenues:			
Federal-Department of Health and Human Services		\$15,592	\$15,592
Fees, charges and commissions, etc.	\$14,102		14,102
Total	<u>\$14,102</u>	<u>\$15,592</u>	<u>\$29,694</u>

## 3. CHANGES IN CAPITAL ASSETS

A summary of changes in office equipment follows:

Balance, January 1, 2017	\$227,820
Additions	1,009
Deletions	<u>NONE</u>
Balance at December 31, 2017	<u>228,829</u>
Less accumulated depreciation	<u>(228,156)</u>
Net capital assets	<u>\$673</u>

## 4. RETIREMENT SYSTEMS

### Parochial Employees' Retirement System of Louisiana (System)

#### *Plan Description*

The District Attorney of the Seventh Judicial District contributes to the Parochial Employees' Retirement System of Louisiana (System) which is a cost sharing multiple employer defined benefit pension plan. All

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permanent employees working at least 28 hours per week are eligible to participate in the System. As of January 1997, elected officials, except coroners, justices of the peace, and parish presidents may no longer join PERS. Section 1901 through 2025 of Title 11 of the Louisiana Revised Statutes (La. R.S. 11:1901-2025) and other general laws of the State of Louisiana govern PERS.

The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees of the police jury are members of Plan A.

Any member of Plan A who was hired prior to January 1, 2007, can retire providing he/she meets one of the following criteria:

1. Any age after 30 years of creditable service.
2. Age 55 after 25 years of creditable service.
3. Age 60 after 10 years of creditable service.
4. Age 65 after seven years creditable service.

Eligibility for retirement for Plan A members hired on or after January 1, 2007 is as follows:

1. Age 55 after 30 years of creditable service.
2. Age 62 after 10 years of creditable service.
3. Age 67 after seven years of creditable service.

Generally, the monthly amount of the retirement allowance of any member of Plan A shall consist of an amount equal to three percent of the employee's final compensation multiplied by his or her years of creditable service. However, under certain conditions as outlined in the statutes, the benefits are limited to specified amounts.

The System also provides death and disability benefits. Benefits are established or amended by state statute.

For the year ended December 31, 2017, the District Attorney of the Seventh Judicial District's total payroll for all employees was \$978,148. Total covered payroll was \$457,046. Covered payroll refers to all compensation paid by the District Attorney of the Seventh Judicial District to active employees covered by the Plan.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. The report may be obtained by writing to the Parochial Employees Retirement System of Louisiana, 7509 Wrenwood Boulevard, Baton Rouge, Louisiana 70809, or by calling (225) 928-1361, or by visiting the System's website [www.persla.org](http://www.persla.org).

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*Contributions*

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ended December 31, 2017, the actual employer contribution rate was 12.5% for Plan A, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. In accordance with state statute, the System receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations.

Under Plan A, members are required by state statute to contribute 9.50% of their annual covered salary. The contributions are deducted from the employee's wages or salary and remitted by the District Attorney of the Seventh Judicial District to the System monthly. The District Attorney of the Seventh Judicial District's contributions to the System under Plan A for the year ending December 31, 2017 were \$57,131.

*Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions*

At December 31, 2017, the Employer reported a liability of \$153,170 for its proportionate share of the Net Pension Liability. The Net Pension Liability was measured as of December 31, 2016 and the total pension liability used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date. The District Attorney of the Seventh Judicial District's proportion of the Net Pension Liability was based on a projection of the District Attorney's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At December 31, 2016, the District Attorney's proportion was 0.07437%, which was a decrease of 0.0192% from its proportion measured as of December 31, 2015.

For the year ended December 31, 2017, the District Attorney of the Seventh Judicial District recognized pension expense of \$57,131 plus employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions, which was \$90,268. Total pension expense for the District Attorney of the Seventh Judicial District for the year ended December 31, 2017 was \$33,137.

At December 31, 2017, the District Attorney of the Seventh Judicial District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

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	Deferred Outflows of Resources	Deferred Inflows of Resources
Beginning balance	\$338,071	\$51,517
Change in system deferred outflows and inflows	(132,452)	(12,361)
Changes in proportionate share		405
Difference between actual contributions and proportionate share of contributions		198
Contributions for measurement period	(57,339)	
Contributions subsequent to the measurement date	57,130	
Total	\$205,410	\$39,759

The \$57,130 reported as deferred outflows of resources related to pensions resulting from the District Attorney of the Seventh Judicial District contributions subsequent to the measurement date will be recognized as a reduction of Net Pension Liability in the year ended December 31, 2017. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Year ended December 31,	
2017	\$44,359
2018	\$47,387
2019	\$31,034
2020	(\$3,211)

*Actuarial Assumptions*

A summary of the actuarial methods and assumptions used in determining the total pension liability as of December 31, 2015, are as follows:

Valuation Date	December 31, 2016
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Investment Rate of Return	7.00%, per annum

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Salary increases	5.25% (2.75% merit, 2.5% inflation)
Inflation rate	2.3%, per annum
Mortality rates	RP-2000 Employees Sex Distinct Table for Employees RP-2000 Healthy Annuitant Sex Distinct Table annuitants and beneficiaries RP-2000 Disabled Lives Mortality Tables for disabled annuitants
Expected remaining service lives	4 years for Plan A
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees.

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the CAPM pricing model (top-down), a treasury yield curve approach (bottom-up) and an equity building-block model (bottom-up). Risk return and correlations are projected on a forward looking basis in equilibrium, in which best-estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation and an adjustment for the effect of rebalancing/diversification. The target allocation and best estimates of geometric real rates of return for each major asset class included in the pension plan's target asset allocation as of December 31, 2016 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Fixed income	35%	1.24%
Equity	52%	3.63%
Alternatives	11%	0.67%
Real Assets	2%	0.12%
Totals	100%	5.66%

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Inflation	2.00%
Expected arithmetic nominal return	7.66%

*Discount Rate*

The discount rate used to measure the total pension liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that contributions from employers will be made at contractually required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on Plan investments was applied to all periods of projected benefit payment to determine the total pension liability.

*Sensitivity of the District Attorney of the Seventh Judicial District's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate*

The following presents the District Attorney of the Seventh Judicial District's proportionate share of the net pension liability calculated using the discount rate of 7.00%, as well as what the District Attorney's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower (6.00%) or one percentage-point higher (8.00%) than the current rate:

	1.0% Decrease (6.00%)	Current Discount Rate (7.00%)	1.0% Increase (8.00%)
Employer's proportionate share of net pension liability	\$458,193	\$153,170	(\$104,736)

*Plan Fiduciary Net Position*

Detailed information about the Plan's fiduciary net position is available in the separately issued Parochial Employees' Retirement System of Louisiana Audit Report at [www.persla.org](http://www.persla.org).

**District Attorney's Retirement System of Louisiana (System)**

*Plan Description*

The District Attorney of the Seventh Judicial District contributes to the District Attorneys' Retirement System of Louisiana (System) which is a cost sharing multiple employer defined benefit pension plan.



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The System was established on August 1, 1956 and was placed under the management of the board of trustees for the purpose of providing retirement allowances and other benefits as stated under the provisions of Louisiana R.S. 11, Chapter 3 for district attorneys and their assistants in each parish. All persons who are district attorneys of the State of Louisiana or assistant district attorneys in any parish shall become members as a condition of their employment, provided in the case of assistant district attorneys, they must be paid an amount not less than the minimum salary specified by the board for assistant district attorneys.

Any member of the Plan who was hired prior to July 1, 1990, and who have elected not to be covered under the new provisions, are eligible to receive normal retirement benefit if one of the following criteria is met:

1. Age 62 after 10 or more years of creditable service.
2. Age 60 after 18 or more years of creditable service.
3. Age 55 after 23 or more years of creditable service.
4. Any age after 30 or more years of creditable service.

Generally, the monthly amount of the retirement allowance of any member of the Plan shall consist of an amount equal to three percent of the employee's final compensation for each year of creditable service. However, under certain conditions as outlined in the statutes, the benefits are limited to specified amounts. Retirement benefits may not exceed 100% of final average compensation.

Any member of the Plan who was hired after July 1, 1990, or who have elected to be covered under the new provisions, are eligible to receive normal retirement benefit if one of the following criteria is met:

1. Age 60 after 10 or more years of creditable service.
2. Age 55 after 24 or more years of creditable service.
3. Any age after 30 or more years of creditable service.

Generally, the monthly amount of the retirement allowance of any member of the Plan shall consist of an amount equal to 3.5% of the employee's final compensation multiplied by years of membership service. However, under certain conditions as outlined in the statutes, the benefits are limited to specified amounts. Retirement benefits may not exceed 100% of final average compensation.

The System also provides death and disability benefits. Benefits are established or amended by state statute.

For the year ended December 31, 2017, the District Attorney of the Seventh Judicial District's total payroll for all employees was \$978,148. Total covered payroll was \$449,108. Covered payroll refers to all compensation paid by the District Attorney of the Seventh Judicial District to active employees covered by the Plan.

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The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. The report may be obtained by writing to the District Attorneys' Retirement System of Louisiana, 1645 Nicholson Drive, Baton Rouge, Louisiana 70802, or by calling (225) 267-4824, or by visiting the System's website [www.ladars.org](http://www.ladars.org).

*Contributions*

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ended December 31, 2017, the actual employer contribution rate was 0% for January through December, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. In accordance with state statute, the System receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations.

Members are required by state statute to contribute 8.00% of their annual covered salary. The contributions are deducted from the employee's wages or salary and remitted by the District Attorney of the Seventh Judicial District to the System monthly. The District Attorney of the Seventh Judicial District's contributions to the System for the year ending December 31, 2017 were \$0.

*Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions*

At December 31, 2017, the Employer reported a liability of \$48,568 for its proportionate share of the Net Pension Liability. The Net Pension Liability was measured as of June 30, 2017 and the total pension liability used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date. The District Attorney of the Seventh Judicial District's proportion of the Net Pension Liability was based on a projection of the District Attorney's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2017, the District Attorney's proportion was 0.1801%, which was an increase of 0.057% from its proportion measured as of June 30, 2016.

For the year ended December 31, 2017, the District Attorney of the Seventh Judicial District recognized pension expense of \$0 plus employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions, which was \$13,516. Total pension expense for the District Attorney of the Seventh Judicial District for the year ended December 31, 2016 was \$13,516.

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Notes to the Financial Statements (Continued)

At December 31, 2017, the District Attorney of the Seventh Judicial District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Beginning balance	\$28,295	\$39,869
Change in system deferred outflows and inflows	18,750	3,780
Changes in proportionate share	11,314	
Employer contributions subsequent to the measurement date	-0-	
Total	\$58,359	\$43,649

Amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Year ended December 31,	
2018	(2,768)
2019	6,826
2020	6,310
2021	2,099
2022	2,998
2023	3,489

*Actuarial Assumptions*

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2017, are as follows:

Valuation Date	June 30, 2017
Actuarial Cost Method	Entry age normal costs
Actuarial Assumptions:	
Investment Rate of Return	6.75%, per annum
Salary increases	5.5% (2.5% inflation, 3.0% merit)
Mortality rates	RP 2000 Combined Healthy with White Collar Adjustment Sex Distinct Table(set back 1 year for females)

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	RP 2000 Disabled Lives Mortality Table set back 5 years for males and 3 years for females
Expected remaining service lives	7 years
Cost of Living Adjustments	Only those previously granted

The estimated long-term rate of return on pension plan investments was determined using a building-block method in which best-estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The resulting long-term rate of return is 9.04% for the year ended June 30, 2017. Best estimates of real rates of return for each major asset class included in the System's target asset allocation as of June 30, 2017 are summarized in the following table:

Asset Class	Target Allocation	Expected Portfolio Real Rate of Return
Equities	61.72%	11.31%
Fixed income	28.95%	6.84%
Alternatives	8.85%	10.50%
Real estate	.48%	0.50%
Totals	100%	6.56%
Inflation		2.50%
Expected arithmetic nominal return		9.06%

*Discount Rate*

The discount rate used to measure the total pension liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from participating employers will be made at actuarially determined rates approved by PRSAC taking into consideration the recommendation of the System's actuary. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payment to determine the total pension liability.

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*Sensitivity of the District Attorney of the Seventh Judicial District's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate*

The following presents the District Attorney of the Seventh Judicial District's proportionate share of the net pension liability calculated using the discount rate of 6.75%, as well as what the District Attorney's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower (5.75%) or one percentage-point higher (7.75%) than the current rate:

	1.0% Decrease (5.75%)	Current Discount Rate (6.75%)	1.0% Increase (7.75%)
Employer's proportionate share of net pension liability	\$138,788	\$48,568	(\$28,098)

*Plan Fiduciary Net Position*

Detailed information about the System's fiduciary net position is available in the separately issued District Attorneys' Retirement System of Louisiana Audit Report at [www.ladars.org](http://www.ladars.org).

**5. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS**

The postemployment benefits other than pensions was determined to be immaterial to the financial statements of the District Attorney's office. The requirements are 25 years of service and age 55. The current District Attorney is several years away from this requirement.

**6. CHANGES IN AGENCY FUND BALANCES**

A summary of changes in unsettled deposits due to others for the year ended December 31, 2017, follows:

Balance, January 1, 2017	\$26,974
Additions	98,323
Reductions	<u>(102,794)</u>
Balance, December 31, 2017	<u>\$22,503</u>

**7. LITIGATION AND CLAIMS**

At December 31, 2017, the district attorney is not involved in any lawsuits.

DISTRICT ATTORNEY OF THE  
SEVENTH JUDICIAL DISTRICT  
Parishes of Catahoula and Concordia, Louisiana  
Notes to the Financial Statements (Continued)

**8. EXPENDITURES OF THE DISTRICT ATTORNEY  
NOT INCLUDED IN THE FINANCIAL STATEMENTS**

The accompanying financial statements do not include certain expenditures of the district attorney paid out of the funds of the criminal court, the parish police jury, or directly by the state.

**9. FEDERAL FINANCIAL ASSISTANCE**

For the year ended December 31, 2017, the district attorney participated in the following federal financial assistance programs:

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR NAME/ PROGRAM TITLE	PASS-THROUGH GRANTOR'S NUMBER	CFDA NUMBER	EXPENDITURES
<b>UNITED STATES DEPARTMENT HEALTH AND HUMAN SERVICES</b>			
Passed through Louisiana Department of Social Services - Child Enforcement Title IV-D	509089	13.783	<u>\$192,869</u>

***Required Supplemental Information (Part II)***

## Schedule 1

DISTRICT ATTORNEY OF THE  
SEVENTH JUDICIAL DISTRICT  
Parishes of Catahoula and  
Concordia, Louisiana

Budgetary Comparison Schedule - General Fund  
For the Year Ended December 31, 2017

	<u>Budgeted Amounts</u>			Variance With Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	
<b>Revenues</b>				
Intergovernmental revenues:				
State grants	\$270,000	\$270,000	\$302,500	\$32,500
Local funds	77,000	39,000	39,896	896
Fees, charges and commissions for services	515,000	740,000	725,012	(14,988)
Commissions on fines and forfeitures			16,568	16,568
Use of money - interest			363	363
Other revenues			99	99
Total revenues	<u>862,000</u>	<u>1,049,000</u>	<u>1,084,438</u>	<u>35,438</u>
<b>Expenditures</b>				
Current:				
Judicial:				
Personal services and related benefits	480,500	588,000	656,498	(68,498)
Operating services	140,000	210,000	191,608	18,392
Materials and supplies	18,000	26,400	41,075	(14,675)
Travel and other charges	18,000	22,000	22,336	(336)
Intergovernmental	80,000	12,000	65,272	(53,272)
Capital outlay	4,000	68,000	1,009	66,991
Total expenditures	<u>740,500</u>	<u>926,400</u>	<u>977,798</u>	<u>(51,398)</u>
<b>Excess of Revenues over Expenditures</b>	<u>121,500</u>	<u>122,600</u>	<u>106,640</u>	<u>(15,960)</u>
Other Financing (Use)				
Transfer in	7,000	5,000	5,000	
Transfer out	<u>(77,000)</u>	<u>(77,000)</u>	<u>(59,850)</u>	<u>17,150</u>
Total Other Financing (Use)	<u>(70,000)</u>	<u>(72,000)</u>	<u>(54,850)</u>	<u>17,150</u>
<b>Excess of Revenues and Other Sources over Expenditures and Other Use</b>	<u>51,500</u>	<u>50,600</u>	<u>51,790</u>	<u>1,190</u>
<b>Fund Balance - Beginning</b>	<u>NONE</u>	<u>NONE</u>	<u>208,165</u>	<u>208,165</u>
<b>Fund Balance - Ending</b>	<u>\$51,500</u>	<u>\$50,600</u>	<u>\$259,955</u>	<u>\$209,355</u>

(Continued)



## Schedule 1

DISTRICT ATTORNEY OF THE  
SEVENTH JUDICIAL DISTRICT  
Parishes of Catahoula and  
Concordia, Louisiana

Budgetary Comparison Schedule  
IV-D Fund  
For the Year Ended December 31, 2017

	<u>Budget</u>	<u>Actual</u>	<u>Variance With Final Budget Positive (Negative)</u>
<b>Revenues</b>			
Intergovernmental revenues - Federal	\$192,869	\$192,869	
Total revenues	<u>192,869</u>	<u>192,869</u>	<u>NONE</u>
<b>Expenditures</b>			
Current:			
Judicial:			
Personal services and related benefits	261,616	261,616	
Operating services	5,798	5,798	
Materials and supplies	2,596	2,596	
Travel and other charges	770	770	
Total expenditures	<u>270,780</u>	<u>270,780</u>	<u>NONE</u>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<u>(77,911)</u>	<u>(77,911)</u>	
Other Financing Source			
Transfer in	<u>75,850</u>	<u>75,850</u>	
<b>Excess of Revenues and other Source over Expenditures</b>	<u>(2,061)</u>	<u>(2,061)</u>	
<b>Fund Balance - Beginning</b>	<u>17,828</u>	<u>17,828</u>	<u>NONE</u>
<b>Fund Balance - Ending</b>	<u>\$15,767</u>	<u>\$15,767</u>	<u>NONE</u>

(Concluded)

**District Attorney for the Seventh Judicial District  
Parishes of Catahoula and Concordia, Louisiana**

**Required Supplementary Information  
Budgetary Comparison Schedules for Major Funds  
For the Year Ended December 31, 2017**

The proposed budget, prepared on the modified accrual basis of accounting, is made available for public inspection at least fifteen days prior to the beginning of each fiscal year. The budget is then legally adopted by the district attorney and amended during the year, as necessary. The budget is established and controlled by the district attorney at the object level of expenditure. The district attorney does not utilize encumbrance accounting. Appropriations lapse at year-end and must be reappropriated for the following year to be expended. All changes in the budget must be approved by the district attorney.

Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying financial statement include the original adopted budget amounts and all subsequent amendments.

**District Attorney of the  
Seventh Judicial District  
Parochial Employees' Retirement System of Louisiana  
Schedule of Employer's Share of Net Pension Liability  
December 31, 2017**

Actuarial Valuation Date	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
December 31, 2014	0.084837%	\$23,195	\$444,186	5.22%	99.00%
December 31, 2015	0.093618%	\$246,430	\$441,072	55.87%	92.23%
December 31, 2016	0.074372%	\$153,170	\$457,046	33.51%	94.15%

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available

**Schedule 2**

**District Attorney of the  
Seventh Judicial District  
District Attorney Retirement System of Louisiana  
Schedule of Employer's Share of Net Pension Liability  
December 31, 2017**

Actuarial Valuation Date	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
June 30, 2015	0.122165%	\$6,580	\$76,004	8.66%	98.56%
June 30, 2016	0.123135%	\$23,569	\$123,950	19.01%	95.05%
June 30, 2017	0.180067%	\$48,568	\$134,212	36.19%	93.57%

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

**District Attorney of the  
Seventh Judicial District  
Parochial Employees' Retirement System of Louisiana  
Schedule of Employer Contributions  
December 31, 2017**

Actuarial Valuation Date	Contractually Required Contribution	Contributions in Relations to Contractual Required Contributions	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a Percentage of Covered Payroll
December 31, 2014	\$64,407	\$64,407	\$0	\$444,186	14.50%
December 31, 2015	\$57,339	\$57,339	\$0	\$441,072	13.00%
December 31, 2016	\$57,131	\$57,131	\$0	\$457,046	12.50%

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

**District Attorney of the  
Seventh Judicial District  
District Attorney's Retirement System of Louisiana  
Schedule of Employer Contributions  
December 31, 2017**

Actuarial Valuation Date	Contractually Required Contribution	Contributions in Relations to Contractual Required Contributions	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a Percentage of Covered Payroll
June 30, 2015	\$3,990	\$3,990	\$0	\$76,004	5.25%
June 30, 2016	\$2,028	\$2,028	\$0	\$123,950	1.64%
June 30, 2017	\$0	\$0	\$0	\$134,212	0.00%

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

**OTHER SUPPLEMENTARY INFORMATION**  
**PART III**

DISTRICT ATTORNEY FOR THE SEVENTH JUDICIAL DISTRICT  
VIDALIA, LOUISIANA

Schedule of Compensation, Benefits and Other Payments to Agency Head  
For the Year Ended December 31, 2017

BRADLEY BURGET, DISTRICT ATTORNEY

<b>PURPOSE</b>	<b>AMOUNT</b>
Salary (District Attorney)	\$81,704
Salary (State)	50,000
Salary (Police Juries)	39,896
Benefits-insurance	24,726
Benefits-medicare	2,468
Travel - mileage reimbursement	6,629
Registration fees	575
Meals	287
Other - cellphone	294
Travel advance	893



**REPORTS REQUIRED BY  
GOVERNMENT AUDITING STANDARDS  
PART III**

**Independent Auditor's Report Required  
by *Government Auditing Standards***

The following independent auditor's report on compliance with laws, regulations, contracts and internal control is presented in compliance with the requirements of *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

Member:  
American Institute of  
Certified Public Accountants  
Society of Louisiana Certified  
Public Accountants

**MARY JO FINLEY, CPA, INC.**  
*A PROFESSIONAL ACCOUNTING CORPORATION*  
116 Professional Drive - West Monroe, LA 71291  
Phone (318) 329-8880 - Fax (318) 239-8883

Practice Limited to  
Governmental Accounting,  
Auditing and  
Financial Reporting

**Independent Auditors Report on Internal Control Over Financial  
Reporting and on Compliance and Other Matters  
Based on an Audit of Financial Statements Performed  
in Accordance *Government Auditing Standards***

HONORABLE BRAD BURGET  
DISTRICT ATTORNEY OF THE  
SEVENTH JUDICIAL DISTRICT  
Parishes of Catahoula and Concordia, Louisiana

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the District Attorney of the Seventh Judicial District, a component unit of the Concordia and Catahoula Parish Police Juries, as of and for the year ended December 31, 2017 and the related notes to the financial statements, which collectively comprise the District Attorney of the Seventh Judicial District's basic financial statements, and have issued my report thereon dated June 18, 2018.

**Internal Control Over Financial Reporting**

In planning and performing my audit of the financial statements, I considered District Attorney of the Seventh Judicial District's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District Attorney of the Seventh Judicial District's internal control. Accordingly, I do not express an opinion on the effectiveness of the District Attorney of the Seventh Judicial District's internal control.

*A deficiency in internal control* exist when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

DISTRICT ATTORNEY OF THE  
SEVENTH JUDICIAL DISTRICT  
Parishes of Concordia and Catahoula, Louisiana  
Independent Auditor's Report on Compliance  
And Internal Control Over Financial Reporting, etc.  
December 31, 2017

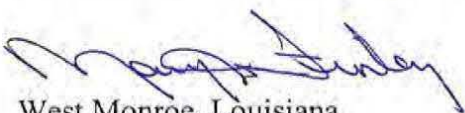
My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether District Attorney of the Seventh Judicial District's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that is required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District Attorney of the Seventh Judicial District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District Attorney of the Seventh Judicial District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



West Monroe, Louisiana  
June 18, 2018

DISTRICT ATTORNEY OF THE SEVENTH  
JUDICIAL DISTRICT  
Parishes of Catahoula and Concordia, Louisiana

Schedule of Findings and Questioned Costs  
For the Year Ended December 31, 2017

**A. SUMMARY OF AUDIT RESULTS**

1. The auditor's report expresses an unqualified opinion on the general purpose financial statements of District Attorney of the Seventh Judicial District.
2. No instances of noncompliance material to the financial statements of District Attorney of the Seventh Judicial District were disclosed during the audit.
3. No significant deficiencies relating to the audit of the financial statements are reported in the Independent Auditor's Report on Internal Control.

**B. FINDINGS - FINANCIAL STATEMENTS AUDIT**

None

**DISTRICT ATTORNEY OF THE SEVENTH  
JUDICIAL DISTRICT  
Parishes of Catahoula and Concordia, Louisiana**

**Summary Schedule of Prior Audit Findings  
For the Year Ended December 31, 2017**

There were no findings reported in the audit report for the year ended December 31, 2016.

Independent Accountant's Report  
on Applying Agreed-Upon Procedures

Seventh Judicial District Attorney  
Courthouse Building  
Vidalia, LA 71373

To the Seventh Judicial District Attorney's Office

I have performed the procedures enumerated below, which were agreed to by the management of the Seventh Judicial District Attorney's Office and the Louisiana Legislative Auditor, State of Louisiana, on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2017 through December 31, 2017. Management of Seventh Judicial District Attorney's Office is responsible for those C/C areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

**AGREED-UPON PROCEDURES**

**1. WRITTEN POLICIES AND PROCEDURES**

- A. Obtain the entity's written policies and procedures and report whether those written policies and procedures address each of the following financial/business functions (or report that the entity does not have any written policies and procedures), as applicable:

The accounting clerk gave me a policy and procedures manual to test against the agreed upon procedures.

- B. Budgeting, including preparing, adopting, monitoring, and amending the budget.

The budgeting policy and procedure is in compliance with the agree upon procedures guidelines.



- C. Purchasing, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.

The purchasing policies and procedures are not in compliance with the agree upon procedures guidelines. The District Attorney initiates all purchases and then approves all purchases. The District Attorney does not use purchase orders or requisitions. The policy and procedures outlines any purchases requiring compliance with the bid law.

- D. Disbursements, including processing, reviewing, and approving

The purchasing policies and procedures are not in compliance with the agree upon procedures guidelines. The District Attorney initiates all purchases, then writes the checks and the District Attorney signs them. The District Attorney opens the bank statements each month and reviews for unusual items, and then an outside account reconciles the bank statement.

- E. Receipts, including receiving, recording, and preparing deposits

The District Attorney has a written policy and procedures for receipts, recording and preparing documents. The receptionist receives all checks, opens them and gives them to the clerks that enter them in to the Karpel criminal system. The administrative assistant prepares and makes the deposits. The District Attorney enters the deposit into the quickbooks accounting software. An outside consultant reconciles the operating and IV-D accounts. The District Attorney is not in accordance with AUP guidelines.

- F. Payroll/Personnel, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.

The District Attorney has policies and procedures pertaining to payroll/personnel. It addresses several areas such as leave time, holiday time, compensatory time. The accounting clerk is responsible for tracking the leave time and other compensatory time. The District Attorney's office is in compliance with the AUP guidelines.

- G. Contracting, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process

The District Attorney has written policies and procedures concerning contracting. The District Attorney is in compliance with the AUP guidelines.



- H. Credit Cards (and debit cards, fuel cards, P-Cards, if applicable), including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers, and (5) monitoring card usage.

The District Attorney's office has a written policies and procedures addressing credit cards. The cards are in the name of the District Attorney and several other employees. The District Attorney attaches the backup to the statements. The District Attorney initiates the checks and signs the checks. The District Attorney's office is not in compliance with the AUP guidelines.

- I. Travel and expense reimbursement, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.

The District Attorney has policies and procedures in place to cover the above categories. The District Attorney's office is in compliance with the AUP guidelines.

- J. Ethics, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy. Note: Ethics requirements are not applicable to nonprofits.

The District Attorney has ethics policies and procedures in place. All employees are required to take the online ethics course. The District Attorney is in compliance with the AUP guidelines.

- K. Debt Service, including (1) debt issuance approval, (2) EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

The District Attorney has a written policies and procedures in place for debt service. At this time, the District Attorney's office has no outstanding debt. The District Attorney's office is in compliance with the AUP guidelines.

## **BOARD (OR FINANCE COMMITTEE, IF APPLICABLE)**

### ***Board (or Finance Committee, if applicable)***

---

There is no board or committee, so this section is not applicable.

2. Obtain and review the board/committee minutes for the fiscal period, and:

- a) Report whether the managing board met (with a quorum) at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, or other equivalent document.
- b) Report whether the minutes referenced or included monthly budget-to-actual comparisons on the General Fund and any additional funds identified as major funds in the entity's prior audit (GAAP-basis).
  - ▶ If the budget-to-actual comparisons show that management was deficit spending during the fiscal period, report whether there is a formal/written plan to eliminate the deficit spending for those entities with a fund balance deficit. If there is a formal/written plan, report whether the meeting minutes for at least one board meeting during the fiscal period reflect that the board is monitoring the plan.
- c) Report whether the minutes referenced or included non-budgetary financial information (e.g. approval of contracts and disbursements) for at least one meeting during the fiscal period.

## **BANK RECONCILIATIONS**

3. Obtain a listing of client bank accounts from management and management's representation that the listing is complete.

The agency provided me with a certified list of all bank accounts.

4. Using the listing provided by management, select all of the entity's bank accounts (if five accounts or less) or one-third of the bank accounts on a three year rotating basis (if more than 5 accounts). If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner. *Note: School student activity fund accounts may be excluded from selection if they are otherwise addressed in a separate audit or AUP engagement.* For each of the bank accounts selected, obtain bank statements and reconciliations for all months in the fiscal period and report whether:

The agency had a total of 7 bank accounts, so a random sample of 5 bank accounts were selected to test the following:

A) Bank reconciliations have been prepared;

For the 5 bank accounts selected above, all were reconciled each month for the period tested.

- B) Bank reconciliations include evidence that a member of management or a board member (with no involvement in the transactions associated with the bank account) has reviewed each bank reconciliation;

For the 5 bank accounts selected above, it was determined that 2 of the 5 bank reconciliations are performed by an outside consultant. The other two are performed by the worthless check clerks and reviewed by the supervisor.

- C) If applicable, management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 6 months as of the end of the fiscal period.

For the 5 bank accounts selected above, 3 of the 5 accounts had no outstanding reconciling items over six months. Two accounts had outstanding items over 6 months old.

## **COLLECTIONS**

5. Obtain a listing of cash/check/money order (cash) collection locations and management's representation that the listing is complete.

Agency provided me with a certified list of collection locations and I verified that it was complete.

6. Using the listing provided by management, select all of the entity's cash collection locations (if five locations or less) or one-third of the collection locations on a three year rotating basis (if more than 5 locations). If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner. *Note: School student activity funds may be excluded from selection if they are otherwise addressed in a separate audit or AUP engagement.* **For each cash collection location selected:**

The agency has 4 collection locations. All were selected for testing for the following:

- A) Obtain existing written documentation (e.g. insurance policy, policy manual, job description) and report whether each person responsible for collecting cash is (1) bonded, (2) not responsible for depositing the cash in the bank, recording the related transaction, or reconciling the related bank account (report if there are compensating controls performed by an outside party), and (3) not required to share the same cash register or drawer with another employee.

The District Attorney's office does not have an employee theft insurance policy. The agency has 11 cash drawers. In the DA's office in Vidalia, the receptionist receives the check payments and makes the appropriate entries in the court system and then gives them to the accounting department, who makes daily deposits and posts the receipts to the accounting software. At the end of the month, an outside consultant reconciles the bank accounts for the DA expense fund and IVD fund. At the DA's office in Harrisonburg, monies are handled in the same manner, but deposits are made on a weekly basis. All posting to the accounting software is done at the DA office in Vidalia. There are 2 worthless check locations. Money is collected at both locations and deposits are made weekly. The accounting for these are kept at each location. The Clerks in each location prepare the bank reconciliations and these are reviewed by the supervisor.

- B) Obtain existing written documentation (e.g. sequentially numbered receipts, system report, reconciliation worksheets, policy manual) and report whether the entity has a formal process to reconcile cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, by a person who is not responsible for cash collections in the cash collection location selected.

The DA office in Vidalia makes daily deposits. The deposit is posted to the accounting system when deposit slip is received by the District Attorney. The DA office in Harrisonburg and the 2 worthless check offices make weekly deposits.

- C) Select the highest (dollar) week of cash collections from the general ledger or other accounting records during the fiscal period and:

The agency provided a certified list of the highest (dollar) week of cash collections for each collection location. We verified the highest week was February 26, 2017 thru March 3, 2017, which was tested for the following:

- ▶ Using entity collection documentation, deposit slips, and bank statements, trace daily collections to the deposit date on the corresponding bank statement and report whether the deposits were made within one day of collection. If deposits were not made within one day of collection, report the number of days from receipt to deposit for each day at each collection location.

All funds were tested for deposits of collections. For the week tested, daily deposits were not made. The DA office in Harrisonburg and the 2 worthless check offices make weekly deposits.

- ▶ Using sequentially numbered receipts, system reports, or other related collection documentation, verify that daily cash collections are completely supported by documentation and report any exceptions.

All funds of the district attorney's office was tested for deposits of collections. All collections for the week tested had proper documentation.

7. Obtain existing written documentation (e.g. policy manual, written procedure) and report whether the entity has a process specifically defined (identified as such by the entity) to determine completeness of all collections, including electronic transfers, for each revenue source and agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation) by a person who is not responsible for collections.

The agency has a written policies or procedures to determine completeness of collections or revenue sources.

#### **DISBURSEMENTS-GENERAL (EXCLUDING CREDIT CARD/DEBIT CARD/P-CARD PURCHASES OR PAYMENTS)**

8. Obtain a listing of entity disbursements from management or, alternately, obtain the general ledger and sort/filter for entity disbursements. Obtain management's representation that the listing or general ledger population is complete.

Agency provided a complete year to date general ledger for all funds and represented that the general ledger was complete.

9. Using the disbursement population from #8 above, randomly select 25 disbursements (or randomly select disbursements constituting at least one-third of the dollar disbursement population if the entity had less than 25 transactions during the fiscal period), excluding credit card/debit card/P-card purchases or payments. Obtain supporting documentation (e.g. purchase requisitions, system screens/logs) for each transaction and report whether the supporting documentation for each transaction demonstrated that:

A) Purchases were initiated using a requisition/purchase order system or an equivalent electronic system that separates initiation from approval functions in the same manner as a requisition/purchase order system.

The District Attorney does not use purchase orders or requisitions.

B) Purchase orders, or an electronic equivalent, were approved by a person who did not initiate the purchase.

The District Attorney does not use purchase orders or requisitions. The District Attorney initiates and approves all purchases.

C) Payments for purchases were not processed without (1) an approved requisition and/or purchase order, or electronic equivalent; a receiving report showing receipt of goods purchased, or electronic equivalent; and an approved invoice.

Of the disbursements selected to be tested, all were processed with all of the required support. The District Attorney did not use purchase orders or requisitions.

10. Using entity documentation (e.g. electronic system control documentation, policy manual, written procedure), report whether the person responsible for processing payments is prohibited from adding vendors to the entity's purchasing/disbursement system.

The 7<sup>th</sup> Judicial District Attorney uses Quickbooks software which does not allow them to restrict any user from adding vendors.

11. Using entity documentation (e.g. electronic system control documentation, policy manual, written procedure), report whether the persons with signatory authority or who make the final authorization for disbursements have no responsibility for initiating or recording purchases.

The accounting clerk initiates all checks and the District Attorney signs all checks. An outside consultant reconciles 3 of the 5 bank accounts tested. The other 2 accounts tested are reconciled by the worthless check clerks and reviewed by the supervisor.

12. Inquire of management and observe whether the supply of unused checks is maintained in a locked location, with access restricted to those person that do not have signatory

authority, and report any exceptions. Alternately, if the checks are electronically printed on blank check stock, review entity documentation (electronic system control documentation) and report whether the persons with signatory authority have system access to print checks.

The unused checks are stored in a secure location, but are not restricted to the employees with signatory authority.

13. If a signature stamp or signature machine is used, inquire of the signer whether his or her signature is maintained under his or her control or is used only with the knowledge and consent of the signer. Inquire of the signer whether signed checks are likewise maintained under the control of the signer or authorized user until mailed. Report any exceptions.

The 7<sup>th</sup> Judicial District Attorney does not use a signature check stamp.

#### **CREDIT CARDS/DEBIT CARDS/FUEL CARDS/P-CARDS**

14. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards), including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

The District Attorney provided a certified list of its active credit cards, fuel cards, etc.

15. Using the listing prepared by management, randomly select 10 cards, (or at least one-third of the cards if the entity has less than 10 cards) that were used during the fiscal period, rotating cards each year. If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner.

From the list in #14, 3 cards were randomly selected to test the following:

Obtain the monthly statements, or combined statements if multiple cards are on one statement, for the selected cards. Select the monthly statement or combined statement with the largest dollar activity for each card (for a debit card, select the monthly bank statement with the largest dollar amount of debit card purchases) and:

- A) Report whether there is evidence that the monthly statement or combined statement and supporting documentation was reviewed and approved, in writing, by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.))]

The District Attorney has 8 credit cards. The District Attorney reviews all credit card statements, then writes the checks and signs the checks. An outside consultant reconciles the bank accounts. The District Attorney and other employees are the authorized card holders.

- B) Report whether finance charges and/or late fees were assessed on the selected statements.

The District Attorney's office has 8 credit cards, no finance charges or late fees were noted.

16. Using the monthly statements or combined statements selected under #15 above, obtain supporting documentation for all transactions for the card selected (i.e. each of the cards should have one month of transactions subject to testing).

- A) For each transaction, report whether the transaction is supported by:

- ▶ An original itemized receipt (i.e., identifies precisely what was purchased)

The credit card statements tested had all original itemized receipts.

- ▶ Documentation of the business/public purpose. For meal charges, there should also be documentation of the individuals participating.

The District Attorney's charges were for business purposes.

- ▶ Other documentation that may be required by written policy (e.g., purchase order, written authorization.)

There is no other documentation required for the credit card purchases.



- B) For each transaction, compare the transaction's detail (nature of purchase, dollar amount of purchase, supporting documentation) to the entity's written purchasing/disbursement policies and the Louisiana Public Bid Law (i.e. transaction is a large or recurring purchase requiring the solicitation of bids or quotes) and report any exceptions.

There were no charges on the credit card that meet the requirements for using the bid law.

- C) For each transaction, compare the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g. cash advances or non-business purchases, regardless whether they are reimbursed). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.

The District Attorney had no credit card transactions that violate Article 7, Section 14 of the Louisiana Constitution.

## **TRAVEL AND EXPENSE REIMBURSEMENT**

17. Obtain from management a listing of all travel and related expense reimbursements, by person, during the fiscal period or, alternately, obtain the general ledger and sort/filter for travel reimbursements. Obtain management's representation that the listing or general ledger is complete.

The agency provided me with a certified list of employees who received travel or related expense reimbursements during the testing period.

18. Obtain the entity's written policies related to travel and expense reimbursements. Compare the amounts in the policies to the per diem and mileage rates established by the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)) and report any amounts that exceed GSA rates.

Agency has written policy and procedures for travel. The 3 employees selected that were paid the highest amount for travel or related expenses during the test period were tested against the written policies and procedures. One employee stayed in Baton Rouge,

Louisiana in September, 2017 and paid \$98 per night, the GSA rate is \$97 per night. The employee stayed in Baton Rouge, Louisiana in September, 2017 and paid \$117 per night and the GSA rate is \$97. The same employee stayed in Baton Rouge, Louisiana in April, 2017 and paid a rate of \$109 per night and the GSA rate is \$97.

19. Using the listing or general ledger from #17 above, select the three persons who incurred the most travel costs during the fiscal period. Obtain the expense reimbursement reports or prepaid expense documentation of each selected person, including the supporting documentation, and choose the largest travel expense for each person to review in detail. For each of the three travel expense selected:

The 3 employees with the travel costs during the test period were selected and tested for the following:

The District Attorney travel costs were tested against the written policies and procedures - above exceptions in question #18 noted.

- A) Compare expense documentation to written policies and report whether each expense was reimbursed or prepaid in accordance with written policy (e.g., rates established for meals, mileage, lodging). If the entity does not have written policies, compare to the GSA rates (#18 above) and report each reimbursement that exceeded those rates.

The agency has written policies or procedures for travel and the 3 employees that received the highest reimbursements for travel and related were tested against the policy - exceptions noted above in question #18.

- B) Report whether each expense is supported by:

- ▶ An original itemized receipt that identifies precisely what was purchased. [Note: An expense that is reimbursed based on an established per diem amount (e.g., meals) does not require a receipt.]

The 3 employees that received travel and related reimbursements during the test period were tested against the travel and related policies - exceptions noted above in question #18.

- ▶ Documentation of the business/public purpose (Note: For meal charges, there should also be documentation of the individuals participating).

The 3 employees that received travel and related reimbursements during the test period were tested against the agency policies and procedures - no exceptions noted.

- ▶ Other documentation as may be required by written policy (e.g., authorization for travel, conference brochure, certificate of attendance)

No other documentation is required by the agency for travel reimbursements.

- C) Compare the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g. hotel stays that extend beyond conference periods or payment for the travel expenses of a spouse). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.

No violations of Article 7 Section 14 were noted during testing.

- D) Report whether each expense and related documentation was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

All employees that received any travel or related expense reimbursements during the test period were approved by the District Attorney.

## **CONTRACTS**

- 20. Obtain a listing of all contracts in effect during the fiscal period or, alternately, obtain the general ledger and sort/filter for contract payments. Obtain management's representation that the listing or general ledger is complete.

Agency provided a certified list of all contracts in effect during the test period.

21. Using the listing above, select the five contract “vendors” that were paid the most money during the fiscal period (excluding purchases on state contract and excluding payments to the practitioner). Obtain the related contracts and paid invoices:

The 2 contracts that were paid the most money were selected from the list of contracts from #20 and tested for the following:

- A) Report whether there is a formal/written contract that supports the services arrangement and the amount paid.

Agency has a formal/written contract for all selected to be tested.

- B) Compare each contract’s detail to the Louisiana Public Bid Law or Procurement Code. Report whether each contract is subject to the Louisiana Public Bid Law or Procurement Code and:

- ▶ If yes, obtain/compare supporting contract documentation to legal requirements and report whether the entity complied with all legal requirements (e.g., solicited quotes or bids, advertisement, selected lowest bidder)
- ▶ If no, obtain supporting contract documentation and report whether the entity solicited quotes as a best practice.

For the contracts tested, none of them required compliance with the public bid law. The agency did solicit quotes to get the best deal for the District Attorney.

- C) Report whether the contract was amended. If so, report the scope and dollar amount of the amendment and whether the original contract terms contemplated or provided for such an amendment.

The contracts selected was not amended.

- D) Select the largest payment from each of the five contracts, obtain the supporting invoices, compare the invoice to the contract terms, and report whether the invoice and related payment complied with the terms and conditions of the contract.

The contract payments that were tested were in compliance with the contract terms and conditions.

- E) Obtain/review contract documentation and board minutes and report whether there is a documentation of board approval, if required by policy or law (e.g. Lawrason Act or Home Rule Charter).

This is not applicable to the District Attorney.

## **PAYROLL AND PERSONNEL**

- 22. Obtain a listing of employees (and elected officials, if applicable) with their related salaries, and obtain management's representation that the listing is complete. Randomly select five employees/officials, obtain their personnel files, and:

Agency provided a certified list of all employees with their authorized salaries. Five employees were selected to test the following:

- A) Review compensation paid to each employee during the fiscal period and report whether payments were made in strict accordance with the terms and conditions of the employment contract or pay rate structure.

The 5 employees of the District Attorney that were chosen to be tested, were paid in accordance with the terms and conditions of their employment.

- B) Review changes made to hourly pay rates/salaries during the fiscal period and report whether those changes were approved in writing and in accordance with written policy.

All changes to the salaries of the 5 employees chosen were approved by the District Attorney in writing.

- 23. Obtain attendance and leave records and randomly select one pay period in which leave has been taken by at least one employee. Within that pay period, randomly select 25 employees/officials (or randomly select one-third of employees/officials if the entity had less than 25 employees during the fiscal period), and:

- A) Report whether all selected employees/official documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)

Of the 5 employees selected, all employees that are eligible to earn leave time documented their daily attendance. The agency tracks leave time earned and used, to make sure no excess leave time is taken. The employees are not allowed to accumulate leave time and carry forward.

- B) Report whether there is written documentation that supervisors approved, electronically or in writing, the attendance and leave of the selected employees/officials.

Of the 5 employees that were selected, the District Attorney approved the employees attendance and leave time.

- C) Report whether there is written documentation that the entity maintained written leave records (e.g., hours earned, hours used, and balance available) on those selected employees/officials that earn leave.

The agency tracks leave time manually on an excel spreadsheet.

24. Obtain from management a list of those employees/officials that terminated during the fiscal period and management's representation that the list is complete. If applicable, select the two largest termination payments (e.g., vacation, sick, compensatory time) made during the fiscal period and obtain the personnel files for the two employees/officials. Report whether the termination payments were made in strict accordance with policy and/or contract and approved by management.

The agency provided a certified list of employees terminated during the test period. There was no employees terminated during the test period.

25. Obtain supporting documentation (e.g. cancelled checks, EFT documentation) relating to payroll taxes and retirement contributions during the fiscal period. Report whether the employee and employer portions of payroll taxes and retirement contributions, as well as

the required reporting forms, were submitted to the applicable agencies by the required deadlines.

During testing of the agency it was determined that the 7<sup>th</sup> Judicial District Attorney is submitting payroll tax, retirement contributions and required forms by the required deadlines.

## **ETHICS (EXCLUDING NONPROFITS)**

26. Using the five randomly selected employees/officials from procedure #22 under “Payroll and Personnel” above, obtain ethics compliance documentation from management and report whether the entity maintained documentation to demonstrate that required ethics training was completed.

Agency provided support for ethics training for the 5 randomly selected employees above.

27. Inquire of management whether any alleged ethics violations were reported to the entity during the fiscal period. If applicable, review documentation that demonstrates whether management investigated alleged ethics violations, the corrective actions taken, and whether management’s actions complied with the entity’s ethics policy. Report whether management received allegations, whether management investigated allegations received, and whether the allegations were addressed in accordance with policy.

There were no ethics violations reported to the District Attorney during the test period.

## **DEBT SERVICE (EXCLUDING NONPROFIT)**

The District Attorney has no debt outstanding, therefore this section is not applicable.

28. If debt was issued during the fiscal period, obtain supporting documentation from the entity, and report whether State Bond Commission approval was obtained.

The 7<sup>th</sup> Judicial District Attorney had no debt outstanding during the test period that required bond commission approval.

29. If the entity had outstanding debt during the fiscal period, obtain supporting documentation from the entity and report whether the entity made scheduled debt service payments and maintained debt reserves, as required by debt covenants.

The 7<sup>th</sup> Judicial District Attorney has no debt outstanding during the test period.

30. If the entity had tax millages relating to debt service, obtain supporting documentation and report whether millage collections exceed debt service payments by more than 10% during the fiscal period. Also, report any millages that continue to be received for debt that has been paid off.

The 7<sup>th</sup> Judicial District Attorney has no debt outstanding, therefore, this does not apply.

## **OTHER**

31. Inquire of management whether the entity had any misappropriations of public funds or assets. If so, obtain/review supporting documentation and report whether the entity reported the misappropriation to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

The District Attorney's office has no known misappropriation of funds during the test period.

32. Observe and report whether the entity has posted on its premises and website, the notice required by R.S. 24:523.1. This notice (available for download or print at [www.la.gov/hotline](http://www.la.gov/hotline)) concerns the reporting of misappropriation, fraud, waste, or abuse of public funds.

I observed the fraud hotline notice posted on the premises.

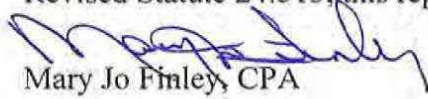
33. If the practitioner observes or otherwise identifies any exceptions regarding management's representations in the procedures above, report the nature of each exception.

There were no other exceptions noted during procedures.

I was not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.



The purpose of this report is solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.



Mary Jo Finley, CPA

June 18, 2018

# Office of the District Attorney

7th Judicial District

Catahoula and Concordia Parishes

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P.O. Box 597  
Harrisonburg, LA 71340  
Phone: (318) 744-5232  
Fax: (318) 744-9587

Concordia Office  
4001 Carter St., Suite 9  
Vidalia, LA 71373  
Phone: (318) 336-5526  
Fax: (318) 336-9790



Bradley R. Burget  
District Attorney

June 20, 2018

Louisiana Legislative Auditor  
P. O. Box 94397  
Baton Rouge, LA 70804-9397

RE: 2017 Application of Agreed-Upon Procedures

Dear Sir:

We respond to the application of the AUPs as follows, to-wit:

- 1.C. Written policies and procedures were in place for the AUP testing period. As District Attorney, I am ultimately responsible for approval of all purchasing.
- 1.D. Written policies and procedures were in place for the AUP testing period. As District Attorney, I am ultimately responsible for all disbursements. I approve all purchases, as well as review and initial each invoice prior to payment; therefore, we have not segregated the duties as much as suggested by the AUP procedures.
- 1.E. Written policies and procedures were in place for the AUP testing period. As District Attorney, I am ultimately responsible for all receipts. Due to staff limitations, deposits for Worthless Checks will be made on a weekly basis for both parishes by the Clerk and upon approval by the Supervisor.
- 1.H. Written policies and procedures were in place for the AUP testing period. As District Attorney, I am ultimately responsible for all credit cards; therefore, we have not segregated the duties as much as suggested by the AUP procedures.
- 4.B. Written policies and procedures were in place for the AUP testing period. *Worthless Checks:* Banks statements for the Catahoula Office are reconciled by the Concordia Office Clerk each month within ten days of being received. Bank statements for the Concordia Office are reconciled by the Catahoula Office Clerk each month within ten day of being received. Once the reconciliation are completed, it is presented to the Worthless Checks Supervisor to be signed off on to ensure that they are properly completed, dated and maintained on file for subsequent review and audit.
- 4.C. We are in the process of researching reconciled items that have been outstanding for more than six months.

- 6.A.B.C. The District Attorney's Office is not statutorily required to carry coverage for employee theft, but will research options to insure or obtain surety bond coverage for all employees that deposit funds.

*Concordia Office:* The receptionist opens all the mail. She distributes any monies to the appropriate department for collections. The PTI officer receipts and records all monies in the computer system. The PTI Officer then takes the payment to the accounting office and places the payment in a sealed envelope which clearly list: defendant's name, amount of money order enclosed, receipt number, and date. The sealed envelope is then placed in a locked file cabinet and documented with a hand written entry to ensure that the money is correctly recorded and accounted. The financial director/administrative assistant then reviews the entries, counts out the money, records deposit amounts and makes out the deposit slips. The District Attorney post all deposits in Quickbooks system. All deposits and supporting documentation are reviewed by the District Attorney to ensure accuracy.

*Catahoula Office:* The Office Administrator picks up all mail at the Harrisonburg Post Office. Any monies received are then distributed to the appropriate PTI Officer in charge of their specific fee collection. The payment is recorded into defendant's account file and

a computer generated receipt is then printed out and placed in defendant's file. The PTI officer then takes the payment to the accounting office and places the payment in a sealed envelope which clearly list: defendant's name, amount of money order enclosed, receipt number, and date. The sealed envelope is then placed in a locked file cabinet and documented with a hand written entry to ensure that the money is correctly recorded and accounted. The money is kept in a locked cabinet until it is sent to the Concordia Parish District Attorney's Office for deposit. The financial officer/administrative assistant then reviews the entries, counts out the money, records deposit amounts and makes out the deposit slips. Thereafter, all deposits and supporting documentation are reviewed by the District Attorney to ensure accuracy.

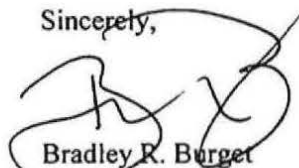
*Worthless Checks:* Payments are collected and immediately entered into the computer system and then placed in a locked box until deposited. A list of all payments is generated and added to the deposit worksheet. Due to limited staff, all payments and deposits are processed by the Clerk under the and/or the Supervisor

- 9.B. Purchase orders are not used by the District Attorney's Office. As District Attorney, I am ultimately responsible for approval of all purchasing.
10. The District Attorney's Office uses Quickbooks which does not have restraints on adding vendors. The District Attorney, is solely responsible for the adding of any vendors and is ultimately responsible for the approval of all purchasing/disbursement in this office and does not relinquish control of this authority to any other employee of the District Attorney's Office.
11. As the District Attorney, I am ultimately responsible for all financial aspects of the District Attorney's Office, including the initiating and recording of all purchases, as well as signatory authority. An outside accountant reconciles the bank statements.
12. Blank/unused checks are maintained under lock and access to checks is restricted to only the District Attorney and the Financial Director/Administrative Assistant. They are solely responsible for the blank/unused checks. The District Attorney does not relinquish this control to any other employee.

- 15.A. As District Attorney, I am ultimately responsible for all financial aspects of the District Attorney's Office, including the review and payment of all credit cards; therefore, we have not segregated the duties as much as suggested by the AUP procedures.
- 19.A. Any overnight expense by the District Attorney and/or his employees is based on the rate set by the host of the seminar/conference. This rate is used as the guideline for the District Attorney's Office. Any excess over the negotiated rate for the conference is paid by the employee.

Should you have any questions, please do not hesitate to call me.

Sincerely,



Bradley R. Burget  
District Attorney  
BRB/lc